



POSITION TITLE:	HR Coordinator
FLSA:	EXEMPT
REMOTE:	IN-PERSON
MEDICAID:	NO
CREATED DATE:	06/14/2024
REVISION DATE:	07/16/2024

## POSITION SUMMARY

The HR Coordinator will provide professional level human resources support for the agency in all the areas of human resources including but not limited to: in the areas of rewards and total compensation, benefits, leaves of absence, training, performance management, policy development, recruitment, and employee relations. The HR Coordinator will promote Diversity, Equity, and Inclusion and a positive employee experience to help maintain an engaging work environment and culture.

## ABOUT US

CSS is a Catholic human and social services agency and behavioral health care provider that welcomes people of all faiths through its programs and employment. We provide help for our Alaskan neighbors through a variety of supportive service programs, including emergency shelter, food stability, housing, case management, and refugee assistance. CSS empowers individuals and families on their path to permanent stability, creating thriving communities for all. Located in Anchorage, Alaska, CSS is a nationally accredited organization through the Council on Accreditation (COA), which recognizes that CSS provides high quality services that meet best practice standards in the social service field.

**Mission:** We compassionately serve those in need, strengthen individuals and families, and advocate for the common good.

**Vision:** All Individuals and Families are Flourishing.

**Impact Statement:** Catholic Social Services empowers individuals and families on their path to permanent stability, creating thriving communities for all.

**Guiding Principles:** - Catholic Social Teachings - Reverence for humanity - Striving for excellence - Empowering personal fulfillment - Strengthening through collaboration –

## ABOUT OUR PROGRAM/DEPARTMENT

The Human Resources Department supports our people, the heart of Catholic Social Services. We practice trauma informed leadership and foster a workplace culture that promotes collaboration, diversity, equity, and professional growth. We attract, develop, and engage people who are passionate about making a difference in their community and who answer the call to serve those in need.

## REQUIRED COMPETENCIES

**Communication:** Actively listens, expresses ideas and information clearly verbally and in writing, and adapts communication styles to different audiences. Fosters an environment of open dialogue, transparency, and understanding. Promotes collaboration and trust among employees and leadership.

**Integrity:** Demonstrates honesty and ethical principles. Integrates CSS's values through the department and organizational policy. Committed to doing what is right, not what is easy. Does what they say they will do. Fosters trust and reliability.

**Business Acumen:** Understands how HR services align with CSS's strategic plan and organizational goals. Able to analyze HR metrics, comprehend financial implications of HR decisions, and proactively develop HR solutions.

**Teamwork:** Interacts with people effectively. Encourages and respects the input of all team members. Communicates openly and honestly. Cooperates with the team and across the agency. Supports group decisions and puts group goals ahead of personal goals.

**Knowledge of federal, state, and local employment law and regulations,** including anti-discrimination laws, disability laws, wage and hour regulations, and workplace safety standards.

**Knowledge of human resources best practices,** including personnel filing regulations.

**Knowledge of diversity, equity, inclusion, and belonging best practices.**

**Fully proficient in Microsoft Office. Knowledge of human resources information systems.**

## **RESPONSIBILITIES:**

Organize, track, and archive policies and procedures for the organization.

Assist in coordination of benefit meetings and documentation processing for health and retirement.

Participates on the agency's Safety Committee. Responsible for meeting minutes and follow-up items.

Assist the HR Director in tracking leaves of absences including, long-term disability, FMLA, and parental leave.

Respond to State Unemployment Insurance claims.

Maintain all employee personnel filing. Conduct periodic audits, prepare, and present reports.

Coordinate organization wide training opportunities. Develop and facilitate human resources specific training and support materials for managers and employees. Conduct annual benefits open enrollment training.

Performs other duties as assigned.

## **QUALIFICATIONS:**

**Minimum Education Requirement:** Associate's degree in human resources, marketing, business, communications, or related field. Two (2) years of experience may be substituted for the required education.

**Minimum Experience Requirement:** Two (2) years of human resources experience is required. Additional education or other relevant experience may be substituted for the required experience.

A relevant combination of education and experience may be considered.

SHRM or HRCI certification or equivalent preferred.

## **WORK ENVIRONMENT**

Work is performed in a standard indoor office environment. Occasional lifting of up to 25 pounds. Frequently sitting or standing at a desk for several hours at a time.

Travel out of Alaska is rare. Occasional travel within Anchorage is required.

Location: 4600 Debarr Road, Anchorage, Alaska.

_____ <i>Employee Name</i>	/	_____ <i>Employee Signature</i>	_____ <i>Date</i>
_____ <i>Supervisor Name</i>	/	_____ <i>Supervisor Signature</i>	_____ <i>Date</i>